

STATE OF CALIFORNIA

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Date: November 8, 2002

LEAVE ACCOUNTING LETTER # 02-030
(CSU Only)

To: All Campuses in the California Leave Accounting System (CLAS)

From: RON HUTCHESON, Manager
Customer Support Section

Re: LEAVE ACTIVITY AND BALANCES REPORT (LAB) REVISION

Effective November 14, 2002, enhancements to the Leave Activity and Balances (LAB) report will be installed which improve viewing capability on the Campus Information Retrieval System (CIRS).

The LAB's improved viewing capability allows data to display on one CIRS screen eliminating the need to move to the right to view additional data.

In order to provide this single screen viewing, the following changes were made:

- * The fields "PSN SEQ" (position sequence) and "SS CARRYOVER-DW" (state service days worked) were deleted.
- * The fields "SSN", "NAME", "CLASS/SERIAL" and "CBID" have been repositioned and will now display as "stacked" information to the left side of the report under the field name "EMPLOYEE INFORMATION".
- * The field "LEAVE BENEFIT", which previously displayed an abbreviated leave benefit name has been changed to "LB" and will now display the two character Leave Benefit ID. For example, "FUNERAL" previously displayed for Funeral Leave. On the new enhanced report, the ID of "FL" will display.

Reminder: Please use the Decentralized Calendar to determine the date the LAB will be generated. Although the LAB is usually scheduled on the 11th work day whenever possible, there will be months when it must be scheduled on another day. For example, the LAB report reflecting October activity is scheduled to run on November 14, the 10th work day. It will be available for viewing/printing on November 15, via the CIRS

Compendium, Report Code S10.

If you have any questions regarding this letter, please contact the Leave Accounting Liaison at (916) 327-0756.

RH:dm